



City of Augusta, GA  
Housing & Neighborhood Development Department

Year 2004  
**EMERGENCY SHELTER GRANT PROGRAM**



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## **APPLICATION INSTRUCTIONS**

Applicants are advised to read the Application Instructions before completing the application.

Applicants for the City's Year 2004 Emergency Shelter Grant (ESG) Program must complete the attached forms and submit them to the Housing & Neighborhood Development Department, One 10th Street, Suite 430, Augusta, Georgia 30901. The application must be complete in all respects including requested attachments.

### **APPLICATION SUBMITTAL**

All applications must be submitted by the deadline date, Wednesday, April 30, 2003. Applications received late will not be considered in the funding process.

An original and two (2) complete copies of the application with all attachments must be submitted in a sealed envelope addressed as follows:

- Type of Grant
- The name of the organization submitting the application.
- The priority number if more than one application is submitted.

The application should be assembled so that it follows a logical and consistent format. **DO NOT USE TABS, STAPLES, OR BINDERS.** Cover pages are the preferred method of separating materials or indicating the addition of supporting materials. HND staff will be photo-copying the applications for the Citizen's Advisory Committee, therefore all materials should be of a consistent size (8.5 x 11).

### **APPLICATION SELECTION PROCESS**

The staff of HND will screen all applications for compliance with application requirements and for determination of project eligibility. Incomplete applications and ineligible applications will not be considered but returned to applicants.

HND staff will use the following scoring criteria and the number of points possible in each evaluation category when evaluating and scoring each application.

## **SCORING CRITERIA**

**1. LOW INCOME EMPHASIS** - The extent to which the project proposes to serve a higher percentage of low and moderate income persons than is required by HUD (above 51%). A maximum of twenty-five (25) points will be awarded based on the % of low and moderate income and very low income persons serve in comparison to total persons served.

|           |           |           |           |            |           |
|-----------|-----------|-----------|-----------|------------|-----------|
| 51% - 60% | 5 points  | 71% - 80% | 15 points | 91% - 100% | 25 points |
| 61% - 70% | 10 points | 81% - 90% | 20 points |            |           |

**2. SERVE HIGH PRIORITY NEEDS IDENTIFIED IN YEAR 2000 - 2004 CONSOLIDATED PLAN** - A maximum of fifteen (15) points will be awarded based on the extent the project addresses needs identified as “High Priority” needs in the Consolidated Plan.

- High Priority Need-15 points
- Medium Priority Need-10 points
- Low Priority Need-5 points

**3. LEVERAGING & QUALITY OF PROGRAM DESIGN**

A maximum of twenty (20) points will be awarded based on the financial feasibility of the project and the extent to which other funds and volunteer time has been committed to the proposed activity. Sources may include: financial commitment of your agency, volunteers, other grant monies, private resources and donations, etc. Applicant should provide documentation showing evidence to the extent and firmness of commitments. Applicant must include a program schedule and performance benchmark for the contract period.

**4. OPERATIONAL CAPABILITY & EXPERIENCE OF THE APPLICANT**

A maximum of twenty (20) points will be awarded based on the applicant’s ability to develop and carry out the proposed project in a reasonable time and successful manner. Evidence demonstrating previous experience of the applicant and key staff of the organization in relevant activities will be considered. The applicant must identify the key staff who will be responsible for implementing the program and describe their qualifications.

**5. FINANCIAL CAPABILITY AND EXPERIENCE**

A maximum of twenty (20) points will be awarded based on the applicant’s capability to handle financial resources and follow procedures for effective control. Evidence demonstrating previous experience of the applicant, the key staff of the agency and the adequacy of existing financial control procedures. A description of the financial control system and supporting documentation including a copy of your most recent audit or financial statements should be submitted.

**TOTAL POSSIBLE POINTS – 100**

**MINIMUM SCORE NEEDED TO BE CONSIDERED FOR FUNDING: 60**

**ITEM #1: APPLICANT/CONTACT PERSON**

Please list the legal name and address of the agency, and the name, title and address of the contact person who will be working with the Housing & Neighborhood Development staff through the year.

**ITEM #2: PROJECT INFORMATION**

- Project Title & Proposed Location (self-explanatory)
- Estimate total number of persons to be served by the project that funds are being requested.
- Estimate # low and moderate income persons to be served.
- Indicate Priority Need. (Refer to the Year 2000-2004 Consolidated Plan Needs Tables.)
- Indicate Total Amount of ESG funds requested.
- Indicate Total Project Cost for this Project/Program.

**ITEM #3: PROJECT ELIGIBILITY**

To be eligible for ESG funding, a project must provide emergency shelter and/or essential services to the homeless or address homeless prevention. ESG funds may be used for the payment of maintenance, operation (including limited staffing costs), rent, repair, security, fuels and equipment, insurance, utilities, and furnishings, or for essential services and the staff salaries necessary to carry out those services, or for rental/utility assistance to prevent homelessness.

Definitions:

**Renovation/Rehabilitation/Conversion of Building for Use as an Emergency Shelter**

Emergency Shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

Conversion means a change in the use of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building before conversion. If such costs do not exceed 75 percent of the value of the building before conversion, they are to be considered rehabilitation and the three-year use requirement applies. The conversion of any building to an emergency shelter must meet local government safety and sanitation standards. For projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Major Rehabilitation means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation. Major rehabilitation must meet local government safety and sanitation standards. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Rehabilitation means labor, materials, tools, and other costs of improving buildings, including repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvement through alterations or incidental additions to, or enhancement of, existing buildings, including improvements to increase the efficient use of energy in buildings, and structural changes necessary

to make the structure accessible for persons with physical handicaps. Rehabilitation also includes the conversion of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation costs does not exceed 75 percent of the value of the building before conversion. Rehabilitation must meet local government safety and sanitation standards. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the accessibility requirements of the Americans With Disabilities Act of 1991, or where rehabilitation costs are less than 75 percent of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(b) concerning accessibility requirements of the Americans With Disabilities Act of 1991.

Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation. Renovations must meet local government safety and sanitary standards. In addition, for projects of 15 or more units where rehabilitation costs are less than 75 percent of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(b) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Value of the Building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the grantee.

### **Operation of Shelter for Homeless Individuals or Families**

Emergency Shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

Transitional Shelter means any facility or program, the primary purpose of which is to provide temporary housing (not to exceed 24 months) with supportive services used to facilitate the movement of homeless individuals and/or families to permanent housing. The supportive services may be provided by the organization managing the housing, or coordinated by them and provided by other public or private agencies.

Homeless means an individual or family who lacks a fixed, regular, and adequate nighttime residence, and includes those who reside in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; or
- In an emergency shelter; or
- In transitional or supportive housing (for homeless persons who originally came from the streets or emergency shelter); or
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing without assistance; or
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and she/he lacks the resources and support networks needed to obtain housing.

Operation means the costs associated with the day-to-day operation of the shelter and includes payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings. Up to 10 percent of the community's ESG grant allocation may be spent on staff costs involved with operations related to emergency or transitional shelter. Staff costs associated with maintenance or security are eligible without regard to the 10 percent cap.

Up to 5 percent of the community's ESG allocation may be spent on indirect/administrative costs, which include the costs associated with accounting for the use of grant funds, preparing reports for submission to HUD, obtaining program audits, and similar costs related to administering the grant after the award.

### **Essential Services**

Essential Services (also known as supportive services) address the service needs of homeless persons, such as employment, health, drug abuse, or education, to help homeless persons meet three overall goals: (1) Achieve residential stability; (2) Increase their skill levels and/or incomes; and (3) Obtain greater self-determination (i.e. more influence over decisions that affect their lives). Staff costs associated with case management or provision of essential services is considered an essential service. Not more than 30 percent of the community's ESG allocation may be spent on essential services. Essential Services may include, but are not limited to:

- Assistance in obtaining permanent housing
- Medical and psychological counseling and supervision
- Employment counseling
- Substance abuse treatment and counseling
- Assistance in obtaining other Federal, State or local assistance (case management)
- Other services such as child care payments, transportation assistance, job placement or job training

Limitations on provisions of essential services: Grant amounts provided by HUD to units of general local government may be used to provide an essential service, *only* if the service is a new service, or is a quantifiable increase in the level of a service. This limitation affects new recipients only; renewing ESG assistance for a continuing project at the same level as past year(s) is acceptable for projects that will continue the new level of service established with initial ESG funding.

### **Homeless Prevention**

Homeless Prevention means activities or programs designed to prevent the incidence of homelessness. Not more than 30 percent of the community's ESG allocation may be spent on homeless prevention. Activities may include, but are not limited to, the following:

- Short-term subsidies to defray rent and utility arrearages for individuals or families that have received eviction or utility termination notices;
- Security deposits for first month's rent to permit a homeless family to move into permanent housing;
- Mediation programs for landlord-tenant disputes;
- Legal services for the representation of indigent tenants in eviction proceedings;
- Payments to prevent foreclosure on a home; and
- Other innovative programs and activities designed to prevent the incidence of homelessness.

## **ITEM #4: PROJECT DESCRIPTION**

In your description, address the following items, as appropriate (re-type this page, or attach additional pages as necessary):

- 1) Discuss general project characteristics:
  - a) Describe the need for the project;

- b) The homeless population to be served by the project;
  - c) Describe the proposed time-frame;
  - d) Describe service area boundaries; and
  - e) Describe benefit to homeless individuals and families
- 2) Describe the project's delivery method and services provided. How will the project be carried out and what services will be provided. Do not list measurable program objectives in this section.
- 3) If project provides Shelter or Housing, include a description of the proposed facility(ies):
- a) The type(s) of structure(s) to be used, and the number of persons to be housed in each;
  - b) Provide the physical address(es) of shelter location(s) and discuss if/how the facility(ies) are accessible to community amenities and transportation;
  - c) Describe the type and scale of the shelter/housing and how it will clearly fit the needs of the population and the community;
  - d) Describe the methods that will be used to ensure the safety of the project's residents;
  - e) Discuss any accommodations your project makes to serve the physically handicapped.
- 4) If project provides Essential Services, also describe how the proposed project will:
- a) Help participants to achieve self-sufficiency, to the maximum extent possible;
  - b) How the participants' service and housing needs are assessed and tracked;
  - c) How participants will be helped to access permanent housing and achieve self-sufficiency
- 5) If project provides Homeless Prevention services, also describe how the proposed project will assess the eligibility conditions delineated in 42 USC 11374(a)(4) which determines that grant funds may be used to assist families that have received eviction notices or notices of termination of utility services, only if the following conditions are met and documented:
- The inability of the family to make the required payments is due to a sudden reduction in income;
  - The assistance is necessary to avoid the eviction or termination of services;
  - There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- 6) If project involves the Renovation, Rehabilitation or Conversion of a building, also include:
- a) List owner(s) of the proposed building or parcel; if the site is not owned by your organization, please describe the lease agreement executed in order for your organization to utilize this facility;
  - b) Provide evidence of the value of the building;
  - c) Provide a site map of the proposed project;
  - d) Provide the Assessor's Parcel Number of the proposed project;
  - e) Discuss the age of the building and if the project is located near, or might impact, any items of historical or archaeological significance;
  - f) What is the size of the project (shelter beds, housing units, square footage, linear feet, etc.);
  - g) Discuss what activities will be housed in the facility and how the type and scale of the unit(s) will clearly fit the needs of participants.

**ITEM #5: ANTICIPATED PROJECT OUTCOMES**

Describe the most significant outcome(s) this project is expected to have on its participants for Year 2004. Indicate how many households or individuals will realize each outcome and how each outcome will be measured.

**ITEM #6: PROJECT IMPLEMENTATION SCHEDULE**

Provide a general time line for program implementation and expenditure of funds requested from City. All funds are awarded on a 12-month basis.

**ITEM #7: PROJECT SITE**

Complete this section if the project is a physical improvement project such as renovations, rehabilitation or conversion. Not applicable to Service Projects.

**ITEM #8: RELOCATION**

Indicate whether the project will result in relocation of households or businesses, either on a temporary or permanent basis. Not applicable to Service Projects.

**ITEM #9: ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**  
(Self-explanatory)**ITEM #10. EMPLOYMENT CLIENT PARTICIPATION**  
(Self-explanatory)**ITEM #11: TYPE OF FUNDING REQUESTED – (Self-explanatory)****ITEM #12: PROPOSED PROJECT BUDGET**

Please indicate the entire cost of the project as well as those portions where ESG funds will be used to pay specific costs. Please note that certain limitations apply:

- Not more than 10 percent of the aggregate amount of all ESG expenditures may be used for staff costs related to Operations of a shelter (maintenance and security staff costs are exempt from this limitation);
- Not more than 5 percent of the aggregate amount of all ESG expenditures may be used for indirect or administrative costs, which include the costs associated with accounting for the use of grant funds, preparing reports for submission to the City or to HUD, obtaining program audits, and similar costs related to administering the grant after the award.
- Not more than 30 percent of the aggregate amount of all ESG expenditures may be used for the provision of Essential Services to the homeless.
- Not more than 30 percent of the aggregate amount of all ESG may be used for Homeless Prevention Activities.

**ITEM #13: MATCHING FUNDS**

ESG Funding requires a match with an equal amount of funds, which cannot be other ESG funds or federal monies (with the exception of Community Development Block Grant funds and Community Services Block Grant funds). A certification of having the Matching Funds is required after the date of the grant award. Funds used to match a previous ESG grant may not be used to match a subsequent grant award under this part. A grantee may comply with this requirement by providing the matching funds itself (program income or thrift store sales), or by designating another grant as match, or by determining the value of in-kind donations.

In calculating the amount of matching funds, the time contributed by volunteers shall be determined at the rate of \$10 per hour. The grantee will determine the value of any donated material or building, or of any lease, using a method reasonably calculated to establish a fair market value.

#### **ITEM #14: COMMITTED FUNDS**

Identify sources and amounts of committed funds your agency has received for this project in current program year.

#### **ITEM #15: PROPOSED REVENUE SOURCES**

Indicate the proposed revenue sources for this project.

#### **ITEM #16: RECEIPT OF PRIOR ESG MONIES**

If your organization has received ESG funds in the past, please complete the table, identifying grantors, the grant amounts, the years of award and which project was assisted. Please list the most recent award first.

#### **ITEM #17: ORGANIZATION INFORMATION**

Describe purpose, services offered, staffing positions, financial management, etc.

#### **ITEM #18: CONFLICT OF INTEREST QUESTIONNAIRE - (self-explanatory)**

#### **ITEM #19: ATTACHMENTS - Please attach the items requested in the application.**

- A. Articles of Incorporation and Bylaws  
Documents recognized by the State as formally establishing a private corporation, business or agency.
- B. State & Federal Tax Exemption Determination Letters  
Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.
- C. List of Board of Directors  
A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.
- D. Board of Directors' authorization to request funds  
Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.
- E. Board of Directors' designation authorized official  
Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.



F. Organizational Chart

An organization chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions of share responsibility.

G. Resume of Chief Program Administrator

H. Resume of Chief Fiscal Officer

I. Most recent Audit/financial statement

J. Copy of IRS Form 990 – Return of Organization Exempt from Income Tax

K. Statistical Report for last 12-month period.

L. Conflict of Interest Questionnaire

***Failure to comply with any of the above items may be reason to deny and return application.***